

Wisconsin ServicePoint Steering Committee

Meeting Minutes of January 23, 2004

PRESENT:

Julie Hovden(BOH)(Co-Chair), Karen Smith (*Western Dairyland*); Jennifer Allen (Forward Services); Mike Fatica(*Entech*); Marnie Harrigan(*Sal Army- Madison*); Marcie Clark (*Hebron House*); Billy Bob Grahm (*Red Road House*); Aubre Wellens (*Shalom Center*)(Co-Chair); Kathie Walker (*SDC*); Loren Hoffman (*BOH*); Tanya Wagner (*BOH*); Mary Clay-Santineau (*Starting Points*)(Co-Chair); Mary Lauby (*WCADV*)

COMMITTEE NOMINATIONS AND MEMBERSHIP:

- ❖ New members to the committee include Amy Queen (*WoMen and Children's Horizon*); Kathie Walker (*SDC*) who is taking the place of Dave Redkin; and Jennifer Allen (*Forward Services*) who is taking the place of Ann Milkaho.
- ❖ (**ACTION ITEM**) Send a letter to Michael Lill to thank him for his time but to let him know that he will no longer be on the Steering Committee.
- ❖ (**ACTION ITEM**) Contact Mary Jo Trunnell (American Red Cross – Milwaukee and Washington Co) to ask if she is still interested in serving on the committee.
- ❖ (**ACTION ITEM**) Contact the Menomonee Tribe to see if anyone would be interested in serving on the committee. (**ACTION ITEM**) Start a working group to engage them in WISP and focus on their infrastructure.

UPDATES:

- ❖ Julie Hovden is leaving BOH to work with a private consulting firm in Washington D.C. called QED, she will continue her work with HMIS. Upon her departure to bigger things she is sending a letter to Bowman Internet Systems to include the following requests: that they follow through on reports for PATH, HOPWA, Shelter + Care, and RHYMIS; that they build a rent calculator; and that they fix reports and how it gets confounded by security generally. (*see letter attached*)
- ❖ (**ACTION ITEM**) Draft a letter to BIS to issue our concern about compliance with the HUD data standards and how difficult it is to navigate through the system with the volatility of the ROI and security.
Tanya, Marnie, Mary and Aubre will write the letter
- ❖ There were some problems working with the I & R databases for Front Door and so we are not working with them anymore, instead we will illicit information from all of the agencies in the continuum.
- ❖ Data Standards are expected to finalized and published in April (or May) – Wisconsin responded to the rough draft of the standards.
- ❖ ServicePoint 3.2 will be out sometime in February

POLICY ITEMS

- ❖ Client consent forms (**ACTION ITEM**) at the next meeting we need the steering committee to approve the new version and we need a verison in Spanish.
- ❖ How can we better collect information on mental illness using ServivePoint. One option is to use the ServiceTransaction component to capture the gaps in service.
- ❖ Case Management – we have contracted with Jim Winship of UW-Whitewater to write two manuals incorporating the case management tool of ServicePoint into case management generally. He will recieve TA money both for the production of the manuals as well as training sessions he will offer throughout the state. We will wait to move on this until we can better anticipate what HUD will want from the State in terms of outcomes-based reporting.

- ❖ HIPPA – Loren talked informally with a lawyer who has suggested that the how the State currently uses its HMIS makes it not beholden to HIPPA. That said it is still in everyone’s best interest to keep medical records closed. (**ACTION ITEM**) BOH will create a policy for the SOP on not entering data that if entered would force the HMIS to be HIPPA compliant. (*WCADV asserts that because some of their clients are referred from physician’s then this does encumber the database to HIPPA*). We will keep you all updated.

NEXT MEETING (A Working Meeting)

- ❖ The following items will be put forth for discussion and then policy as set by the Steering Committee.
 1. Record Purging
 2. Assessment Administration – Restrictions and Exceptions
 3. HIPPA
- ❖ The following documents will be presented for approval by the committee
 1. The Standard Operating Procedure
 2. The Revised Client Consent Forms
- ❖ There will be a presentation on the new WISP product - Front Door